

# Bryn Offa Church of England Primary School

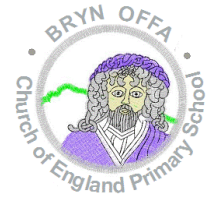
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Thursday 22nd March 2018

Dear Parent/Guardian,

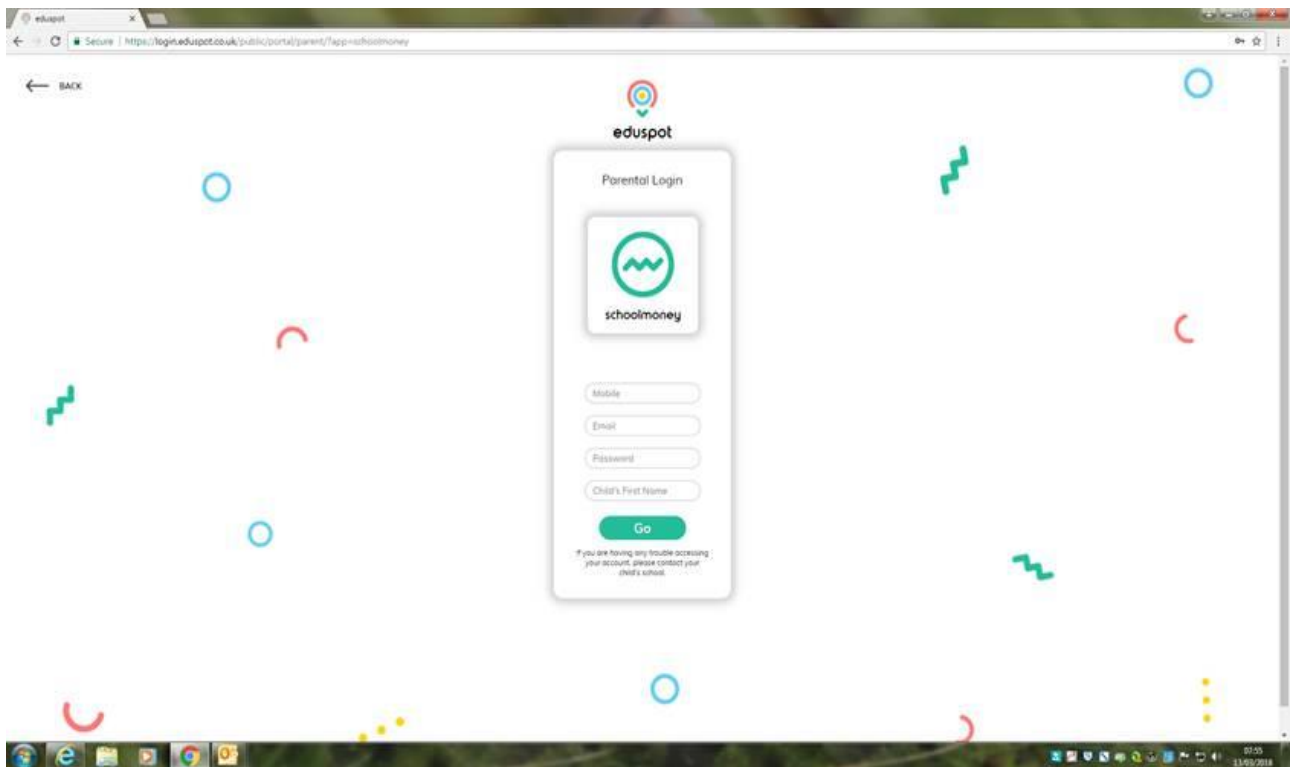
## **Changes to School Money System**

I am writing to advise you of a few changes to the school money system, one of which has already happened and some that are due to take place after Easter.

The first change is that the School Money system has been updated so you will see a different screen when you log on. If you are having trouble logging on, please follow the instructions below before contacting Miss Morris. Please ensure that you are clicking on 'school money parent log in' which is the bottom icon on the list in the right hand corner of your screen.



It should then bring up the screen over the page and you should be able to log on. Your username and password will remain the same.



The second change will be to the dinner money arrears system. As we are about to go into a new financial year, we need all arrears to be cleared before we finish for the Easter break. If you have any arrears, please make sure you have enough credit in your account to clear the balance and that you also have enough for credit for meals for the rest of the term. Please note that we are not able to carry arrears into a new financial year and any arrears must be cleared.

Going into the Summer Term, we will only be able to allow a maximum of **2 weeks arrears** before we have to stop providing meals. Please try to ensure your account is always in credit rather than running into arrears.

Yours sincerely,

Mr Thompson  
Headteacher